

Section I: Basic Plan

Introduction

This plan assigns disaster responsibilities for town and county personnel in the mitigation of, preparation for, response to, and recovery from natural, and/or man-made disasters. The jurisdictions included in this plan are the incorporated Town of Columbus, and Stillwater County, which includes the unincorporated communities of Absarokee, Park City, Reed Point, Molt, Nye, and Rapelje.

For reasons of simplicity, the terms “*County*” and “*local jurisdiction*” are often used generally in this plan to include not only Stillwater County government and agencies, but those of the city and towns within the County as well. The term “*law enforcement*” will be used in this text to mean either or both Police and Sheriff's Departments depending on the situation and location of operations. Likewise, “*fire department*” or “*fire services*” will be used in a general sense in this text to represent all fire departments, within the County. This is not done to add confusion, but rather to avoid the redundancy of mentioning each and every agency in sections where naming the discipline will suffice. It is also done under the knowledge and assumption that numerous mutual aid agreements exist between agencies within Stillwater County and that on any given incident, multiple fire agencies, or law enforcement agencies etc. could be involved.

This plan should provide the necessary guidance for personnel who have responsibilities to provide their services for the protection of lives, property, and environment. Regular testing and exercising of this plan will establish the groundwork for efficient and expeditious delivery of assistance in times of emergency or disaster.

Stillwater County Disaster and Emergency Services (DES) will assist the lead and support agencies in coordinating this planning document. Several supplementary documents support this plan, and provide specific guidance in particular situations.

Each organization and agency, which had a role in this plan or its elements, should develop Standard Operating Procedures (SOP's) which provide step-by-step instructions for accomplishing assigned functions.

This Emergency Operations Plan is a flexible document. It is recognized that changes from the contents of this plan can, and will, occur due to the unique nature of emergencies. This deviation, using initiative and common sense, is both authorized and encouraged in order to adapt the specific emergency and to ensure public safety.

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Purpose

This plan is a local integrated emergency management manual. It is designed to describe the emergency-disaster response and be the main coordinating document for Stillwater County and the incorporated Town of Columbus.

The goal is to provide a means to utilize all available resources to **MITIGATE** or prevent potential emergencies or disasters whenever possible, **PREPARE** to deal efficiently with the effects of inevitable events, **RESPOND** to the needs to save lives and protect property, and promote a means to **RECOVER** rapidly from unavoidable damages.

The plan is intended to be both “generic” and “hazard specific”, covering the entire range of emergency and disaster situations from age old natural disasters to the technological hazards created as a bi-product of our modern society.

The plan is also a reference of emergency-disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing what is to be done, and who is to do it. It may include information relative to when and where the response will be effective, and even why it will be done.

Each participating organization, private and governmental, must depend upon its own expertise to develop the procedures describing how to carry out its assignments in support of the plan.

Plan Development and Maintenance

In the Fall of 2009, Stillwater County received federal Homeland Security grant money to undertake the task of revising and updating the County's existing Emergency Operations Plan (EOP), and include some new annexes to the plan to further address some potential hazards and issues the County could face.

This version of the Stillwater County Emergency Operations Plan (EOP) represents an updated version to the existing elements of the 2007-2008 edition of the Plan, reflecting experience gained through training, exercises, and responses. Those responses include routine emergency work as well as the more extensive experience from local large scale events, including the Derby and Eagle Mountain Fires, to state exercises including lessons learned from the MT state “Vigilant Guard Earthquake Exercise,” and federal incidents including the September 11, 2001 terrorist attacks on the World Trade Center and Pentagon, and anthrax mailings that followed, to the Space Shuttle Columbia crash in

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2003, and the 2005 New Orleans Hurricane Katrina disaster, and the 2009-2010 H1N1 influenza pandemic that has affected the nation and the world. Each experience has allowed us the opportunity to review and fine-tune the previous edition of this Plan.

Revision of the Stillwater County EOP is not the effort of a single individual or department, it is a community effort. Each portion of the plan reflects the combined effort of those responsible for implementing it, with the guidance and review by emergency management, private business, legal, and other professionals who lent their expertise. Experience gained here, across Montana, and nationally in the past decade has demonstrated the value of that shared planning approach. We believe that it is the key sound community plan development and maintenance.

In each section and annex, we relied on verbal and written input from others as well as drawing from our own experience. Virtually all members of the Local Emergency Planning Committee (LEPC) also provided input to the plan.

The primary responsibility for development and maintenance of this plan is that the DES Coordinator, with the support from all agencies and departments having responsibilities in the Plan.

This Plan will be reviewed, revised, and exercised at least annually, unless significant changes warrant earlier revision. Continued and regular revision and updating will keep this document valid and useful.

Plan Organization

The EOP consists of a basic plan that employs an ESF (Emergency Support Function) approach. This approach identifies sources for direct assistance and operational support through the EOC (Emergency Operations Center) that the county may need in order to address hazard mitigation, preparedness, response and recovery from any emergency or disaster. In this plan you will find the basic plan, annexes, appendices, and attachments.

Section I: The Basic Plan is an overview of the jurisdiction's emergency response organization and policies. It cites the legal authorities for emergency operations, summarizes the situations addressed by the plan, explains the general concept of operations, and how the county will conduct mitigation, preparedness, response, and recovery activities.

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Section II: Functional Annexes are plans organized around the performance of a broad task. Each annex focuses on one of the critical emergency functions that the jurisdiction will perform in response to an emergency.

Section III: Hazard Specific Annexes provide additional detailed information applicable to the performance of particular functions in the face of a particular hazard.

Section IV: Resource and Information about ESFs is intended to describe the mission, policies, and concepts of operations and responsibilities of the primary support agencies involved in implementation of activities and provide emergency responders with the appropriate reference materials and information for the mitigation of the incident of event.

Attachments are found throughout the plan in the form of templates, charts, maps and other information.

Plan Activation

The Stillwater County EOP is in effect as such time as:

An incident, emergency or disaster occurs or is imminent or;

An incident, emergency or disaster is declared by the jurisdiction's Chief Elected Official(s) or;

An incident, emergency, or disaster is declared by the Governor or;

A Presidential or federal agency declaration or designation is issued.

Hazard Analysis

The analysis of potential accidents and hazards to public safety are important components of emergency planning. The County may be exposed to a wide variety of hazards. Although experience has shown that the probability of significant hazardous events is low, the potential exists for an accident which could cause widespread, long-term property damage and harm to the public. Responses to hazard-specific emergencies are found in the annexes to this EOP.

Through a process that first started in 2006, and reviewed and revised in 2009-2010, Stillwater County LEPC (Local Emergency Planning Committee) with the help of Big Sky Hazard Man, LLC came together to develop the Stillwater County PDM (Pre-Disaster Mitigation Plan.) This document which is under a

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separate cover and is available for the DES Coordinator, focuses on mitigation for the most significant and/or recurring hazards experienced here in Stillwater County; *Wildfire, Severe Weather, Flooding, and Hazardous Material*.

Primary Hazards

Wildfire: Wildland fire is no stranger to Stillwater County. Lightning, trains, careless people and arson are the common causes of wildfires which can threaten people, homes and property in the county, particularly those living in what is considered WUI (Wildland-Urban Interface.) Over the past several years, Stillwater County and its partners have been very active in the development and completion of various wildfire mitigation projects such as fuel hazard reduction projects, community outreach and education, and assistance to home owners near and in the WUI in creating “defensible space” around their property by the use of the home audit system. Sources of funding for such projects have been the National Fire Plan (USFS, BLM), Western Wildland Interface Grant Program (DNRC), Hazard Mitigation Grant Program (DES), even private funding.

Severe Weather: From Winter Storms, to High Wind events are common in Montana and Stillwater County is no exception to it. Winter storms with snow, ice, and freezing temperatures in various combinations are commonplace in Stillwater County. Heavy snow fall, below-zero temperatures, and high winds can combine to close roads, threaten disruptions like utilities, limit access to rural homes, impede emergency services delivery, and close businesses. Such storms also create hazardous travel conditions, which can lead to increased vehicular accidents and threaten air traffic. Additionally, stranded motorists due to closed roads and highways may present a shelter problem. The majority of prevailing winds blow from the west, northwest direction. Approximately 34% of the prevailing winds are less than 3 mph, which is considered officially to be calm or no wind. However, occasional strong winds are common to the county. When combined with blowing dirt, debris, or snow the winds cause a threat to traffic and can damage homes, businesses, crops and utilities. Although they are historically insignificant, the threat of small tornadoes and microburst remain and should be considered in emergency planning.

Flood: Most floods occur in Stillwater County during the rainy season, which occurs during the late spring, or in February, when rapid snowmelt floods have occurred. May is the wettest month of the year with June a close second.

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Flooding has historically been more of a hazard for the upper Stillwater River Valley than up and down the Yellowstone River valley except at Columbus where the two meet. Due to East and West Rosebud Creeks,

The other concern with flooding would be the failure of the dam located at Mystic Lake. Mystic Lake Dam is managed by PP and L of Montana. Their EOP is located in the Stillwater County Sheriff's Office and DES Office.

Hazardous Materials: Stillwater County has a significant threat from a release of hazardous materials from both fixed site and transportation incidents. "HazMat" has become an ordinary part of our life, with its transport, storage and use in all parts of our county. Hazards range from a small spill on a rural farm road to a major release in a populated area. Fortunately, one of the six State Hazardous Materials Incident Response Teams (SHMIRT) are located just the next county over in Yellowstone County in Billings. They have trained technicians to HazMat incidents. Additionally some of the Hazards located in this county have developed their own HazMat teams to assist the County.

Earthquake: South Central Montana is part of the Northern Intermountain Seismic Zone. Stillwater County is within a 100 mile radius of Yellowstone National Park, which has a very high seismic activity. Although the county's population is relatively small, an earthquake could disrupt major transportation routes.

Other Natural Disasters: Hazards such as high temperatures, drought, volcanic ash fall-out, infestation, and blight could also impact county residents, the local economy, and the environment.

Situations and Assumptions

SITUATION:

- **Demographics:** Stillwater County is located in south-central Montana and consists of 1,793 square miles with geographic features that range from the Beartooth Mountains at the southern end of the county, to the Stillwater and Yellowstone River Valleys in the central section, to the lake basins and coulees at the northern end. Elevation ranges from 3,400 feet above sea level near Park City, in the east-central part of the county, to over 12,000 feet above sea level near Granite Peak, on the southern boundary of Stillwater County. Columbus is the County Seat, the only incorporated city within the county. The balance of the county's population resides in either the unincorporated towns of Absarokee, Park City, Reedpoint, Fishtail, Molt, and Rapelje, or on rural farms and ranches. Additionally, thousands of tourists are attracted to the county, particularly during the summer months, to visit historic sites and recreate along the Yellowstone and Stillwater Rivers, and the numerous mountain lakes in the nearby Absaroka-Beartooth Mountains. Through Stillwater County, is one of the scenic byways to Yellowstone National Park.
- **Government and Agencies:** Any disaster within the boundaries of Stillwater County may require the coordination, communication, and cooperation of several government and agencies.
- Stillwater County is governed by a three-member county commission. There are three political subdivisions or districts within the county, each represented by a commissioner.
- The City of Columbus is governed by a 5 member council, chaired by an elected mayor who manages the daily operations of the city and appoints the various department heads.
- **Emergency Management and Organization:** According to MCA-10-3-201 the chief elected official (CEO) of a political subdivision is legally responsible for appointing a person and agency to be responsible for emergency management within that jurisdiction. Stillwater County DES Coordinator fulfills that roll for all three political subdivisions in the county. The purpose of the coordinator is to assist agencies and the public with disaster preparedness and to be a resource for their emergency needs. The DES Coordinator also serves as the Emergency Operations Center (EOC) Manager. The EOC provides a facility where response and recovery activities can be coordinated. This facility can provide working space for those required for full activation and shift operations in a major disaster or emergency.

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- Law Enforcement services are provided to the unincorporated towns and the county by the Stillwater County Sheriff's Office. This department is comprised of 15 employees including sheriff, under-sheriff, sworn deputies, and professional support staff. The Sheriff's Office provides general law enforcement, detention functions, rural fire support, and search and rescue operations for the service area of the 1793 square miles.
- The city of Columbus maintains its own police department. The Columbus Police Department is comprised of approximately ___ personnel including the Chief, Assistant Chief, patrol officers, and special assignment officers.
- There is a 24-hour 911 Dispatch Center housed in the Stillwater County Courthouse in Columbus. All city and county emergency calls and emergency services dispatching is routed through this center except for the Montana Highway Patrol, which has a statewide dispatch center. The Montana Department of Natural Resources (DNRC,) the US Forest Service (USFS).
- Fire Service in the county is provided by Absarokee/Nye, Columbus, Park City Volunteer Fire Departments which provide fire protection for their respective districts. Wildland fire suppression is also assisted by Molt, Reed Point, and Rapelje Fire Departments, with the assistance as necessary for DNRC, the USFS, and mutual aid agreements within the county and with nearby counties.
- Ambulance service is provided 24 hours a day through the county by Absarokee Fire, Columbus Fire, Park City Ambulance, Molt Quick Response, by volunteer certified EMT's. When an individual has a medical emergency, both agencies get dispatched through the 911 system at the same time. Medical Service is provided by the 20 bed Stillwater Community Hospital, and clinics within the county.
- Stillwater County Health Department has completed the Public Health All-Hazards Annex which is a separate document and is considered an annex to this plan. It outlines the responsibilities of the County Health Officer and the Health Department Divisions throughout the four phases of emergency management.
- Public Works services such as engineering, streets, solid waste, shop and fleet services, water/wastewater treatment and utility maintenance are provided to the city of Columbus and the rest of the county by County Public Works.
- Other key agencies in the county's emergency management structure include; Search and Rescue, the Coroner, County Attorney's Office, and Geographic Information Services, and many private businesses and volunteer organizations.

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ASSUMPTIONS:

- Stillwater County will continue to experience natural, technological, or man-caused incidents, emergencies, or disasters requiring a county government response.
- The county's resources may be required to assist other local governments, counties, or the State of Montana.
- Incidents, emergencies, or disasters will require varying levels of response. The development of plans identifying the county's response will be based on the worst-case scenario. It is anticipated that the county's response will be conducted at the lowest possible activation level to effectively and efficiently handle the situation using the **"Incident Command System."**
- At times, the government elected officials, department directors or administrators will not be available to perform their duties. The lines of succession for elected officials will be according to the guidelines outlined in the Montana Constitution and the MCA. County department heads and administrators will identify the lines of succession for key positions in their respective agency. There is also a reference key listed in Appendix 20.
- The county's response during incidents, emergencies, or disasters is based on the availability of county resources. If the response requirements go beyond the county capabilities, state assistance will be requested.
- All efforts will be made to coordinate with our sister agencies, local, state, federal, private, volunteer, neighboring county or state entities to effectively manage the consequences of any incident, emergency or disaster.
- When the Stillwater County Emergency Operations Plan is activated, all or parts of the plan may be implemented.
- The EOC will be partially or fully activated to support operations in the field during a disaster or emergency.
- Each department has sufficient training in this plan and in their normal duties and second and third tier supervisors can function if the primary supervisory levels are not available.
- Normal transportation routes will be available.

Concept of Operations

GENERAL:

1. Disaster or emergency operations should, to the greatest degree possible, reflect the daily operational responsibilities of an agency or department.
2. Tasks and responsibilities should be assigned and conducted at the lowest level of each organization. Management and control of personnel will remain with the specific agency.

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3. Local governments and officials are ultimately responsible for disaster and emergency operations.
4. Requests for assistance for another jurisdiction should be made in accordance with existing mutual aid or other written agreements or SOPs.
5. State or federal aid will be requested when local resources have the potential of being exhausted.
6. All requests for assistance from state or federal agencies will go the County DES Coordinator or his designee.
7. County DES will process requests and coordinate state and federal assistance.

PHASES OF EMERGENCY MANAGEMENT

This plan is concerned with all types of emergency situations. It also deals with activities that occur before, during, and after emergency operations. These activities are accomplished by dividing emergency management activities into the following phases: mitigation, preparedness, response and recovery.

1. **Mitigation.** Mitigation activities are any actions taken to prevent or reduce the occurrence of any emergency or risk to human life and property. Examples of mitigation efforts include, but are not limited to:
 - Building Codes
 - Disaster Insurance
 - Public Education
 - Procurement and integration of equipment
 - Identifying resources
 - Proactive, targeted projects to reduce a known risk
2. **Preparedness.** Preparedness activities are any actions taken prior to the emergency that facilitate the implementation of a coordinated response. Examples of preparedness efforts include, but are not limited to:
 - Continuity of government
 - Testing and maintaining equipment
 - Establishing, equipping and maintaining the EOC
 - Developing emergency plans and procedures
 - Participation in the training, drills and exercises
 - Coordination of Emergency Alert System (EAS) utilization
 - Hazard identification
3. **Response.** Response activities are any actions taken immediately before, during or directly after an emergency to save lives, minimize damage to property and increase the effectiveness of recovery efforts. Examples of response include, but are not limited to:

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- Emergency medical services
 - police services
 - fire and rescue services
 - public works
 - protective actions
4. Recovery. Recovery is the phase that involves restoring systems to normal. Short-term recovery actions are taken to assess damage and reestablish vital life-support systems; long-term recovery actions may continue for years. Examples of recovery actions include, but are not limited to:
- Damage assessment
 - Debris clearance
 - Decontamination
 - Counseling
 - Disaster assistance
 - Temporary housing
 - Could include some mitigation efforts
- Information concerning mitigation, preparedness, response, and recovery is addressed in the annexes of this plan.

OPERATIONS:

The county concept of operations is based on the Incident Command System (ICS) and the Emergency Operations Center (EOC) Team utilizing the Emergency Support Function (ESF) model. The ICS, in accordance with the National Incident Management System (NIMS), is used to manage all incidents in the county, minor and major. The Incident Commander (IC) is responsible for the immediate tactical actions to control the incident. The EOC is made up of personnel with varied skills and functions from county, city, and private organizations and groups, managed by the DES Coordinator, who is appointed by the County Commission.

While the Incident Command System is employed at almost every response event in this county, the EOC is activated only in those events which exceed the normal capabilities of the responding agencies or involve multiple agencies and a coordination effort is required. Flooding, wildfires, or even a severe winter storm could be examples of the need for EOC support to an incident or multiple incident scenes.

The sequence of events that would require EOC activations would normally be:

1. Event occurs.

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2. Event requires multiple agency response.
3. EOC is activated upon request of the IC, DES Coordinator, or the County Commissioners.
4. DES Coordinator decides and notifies what staffing is required for support of the Incident.
5. EOC provides coordination, support, and executive guidance as necessary to support the Incident.
6. Event concludes or becomes manageable by local agencies and EOC deactivates

The capabilities of the responders, number of casualties or amount of property damage, and the magnitude and duration of the event dictates the scope of any emergency response. Again, activation of the EOC and the emergency management team associated with it is only contemplated for an event that exceeds the normal capabilities of local response agencies or when executive guidance and authorities is required. The success of the EOC and the ICS is dependent upon the teamwork, training, and exercising together.

Specific functions and response to specific hazards associated with the county are described and detailed in the functional and hazard-specific annexes.

Organization and Assignment of Responsibilities

The following are tasked with primary and support responsibilities. More specific assignments can be found in annexes and appendices to this plan and in detailed emergency Standard Operating Procedures (SOP) developed by each organization. It should be remembered that all tasking are “as capable”. *It is understood that agency capabilities will be affected by available resources and the size and scope of the incident.*

LOCAL ORGANIZATIONS AND AGENCIES

The departments or organizations should prepare their own internal checklists or Standard Operating Procedures (SOP's) to accomplish these tasks.

County Commissioners/Mayor

1. Provides overall command and control of emergency response by establishing and evaluating policy decisions throughout the incident.
2. Reviews legal responsibilities and authorities and makes local declarations.

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City/County Attorney(s)

1. As requested, review or draft executive orders, emergency proclamations, and prepare emergency legislation.
2. Coordinate with appropriate bar associations to provide legal counseling to disaster victims under Public Law 93-288 as amended.
3. Assist disaster victims in avoiding unlawful and unfair practices during response and recovery phases.

Emergency Management Staff (DESC/EOC)

1. Activates and manages the EOC.
2. Coordinates EOC response and recovery operations.
3. Coordinates information with adjacent Counties and State EOC.
4. Ensures 24-hour staffing of emergency organizations to include liaison requirements.
5. Assists EOC staff in resolving operational problems.
6. Obtains additional resources needed for response.
7. Ensures EOC staff is updated on events.
8. Coordinates activation of public alerting and EAS.
9. Coordinates implementation of protective actions.
10. Coordinates relocation to alternate EOC, if necessary.
11. Develops and maintains the EOP and EOC Standard Operating Procedures.
12. Provides for EOC staff training and participation in drills and exercises.
13. Assists in coordinating all County emergency management training and exercises.
14. Activates, and manages EOC communications.
15. Coordinates the assistance provided by private organizations, groups or volunteers, in conjunction with the ARC and other government agencies.
16. Reviews PIO Releases for accuracy.

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17. Activates EAS, if directed.

Law Enforcement/County Coroner

1. Maintains law and order.
2. Investigates criminal activities and incident.
3. Collects, tracks, and processes evidence.
4. Conducts route alerting/door to door knocking as necessary.
5. Notifies hearing impaired.
6. Establishes primary and alternative evacuation routes.
7. Provides traffic control.
8. Provides instructions for those persons without transportation for evacuation from public areas (in conjunction with PIO/EOC)
9. Identifies road impediments.
10. Provides security at EOC, reception centers, and mass care centers.
11. Controls access to affected areas.
12. Provides security for evacuated areas and any areas containing contaminated personal items or valuables.
13. Supervises orderly movement control of evacuee's back into the area, when it is safe.
14. Within the county, the Coroner has authority over all human remains, claimed and unclaimed, as well as their personal effects.
15. Responsible for body identification and removal of dead from the scene.
16. Determines locations of temporary morgues.
17. Coordinates internment with all area funeral homes.

Public Health

1. Assists in making protective action recommendations.

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2. Provides health advisories, to Public Information Officer.
3. Verifies minimum sanitation standards.
4. Coordinates with appropriate agencies on the handling, storage and disposal of contaminated personal items and waste.
5. Monitors water supplies and identifies source of safe drinking water during disaster situations.
6. Assists in sampling and control of food, water, and livestock food supplies.
7. Conducts damage assessment in licensed food facilities for contamination and refrigeration failures.
8. Public Health nurse to assist ARC at Shelters
9. Inspects shelters for sanitary conditions, including food and water supplies, wastewater and garbage disposal.
10. Provides information on probable sewage contamination, identifying sources for portable toilets when needed, and providing information on appropriate clean-up.

Public Information Officer

1. Serves as spokesperson to the Media.
2. Provides news statements on emergency response.
3. Exchanges information with the spokespersons (IO's) from other organizations/jurisdictions.
4. Develops EAS announcements.
5. Collects data from other EOC staff.
6. Coordinates information release among the EOC, the Joint Information Center, the State PIO, and any facility PIO/PAO personnel.
7. Ensures that all media releases are approved before release and recorded/logged after release.

911 Emergency Dispatch Center

1. Serves as the 24 hour contact point of emergency notification
2. Notifies City and County department/agencies.

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3. Monitors all law enforcement, fire department, and emergency services radio traffic.

Fire/Rescue Services

1. Conducts fire fighting, rescue, and HazMat operations.
2. Assists in route alerting and door to door notification.
3. Assists with the provision of emergency medical services/first aid to evacuees at reception centers, and mass care centers.
4. Assists with providing trained personnel for monitoring and decontamination.

Emergency Medical Services (EMS)

1. Assists in route alerting and door to door notification.
2. Assists with the provision of emergency medical services/first aid to evacuees at reception centers, and mass care centers.
3. Provides transport of injured, exposed, or contaminated individuals (after decon.)
4. Assist in evacuations by providing ambulances.

American Red Cross (ARC)

1. Establishes mass care centers in designated buildings.
2. Provides mass care center capacities to DESC.
3. Provides ARC personnel to staff mass care centers, to include shelter managers.
4. Provides food, comfort items, and in appropriate cases, clothing for evacuees.
5. Provides for evacuee registration and locator service.
6. Addresses inquire concerning evacuees.
7. Records all mass care center costs.

Hospital

1. Provide for the handling and treatment of injured, contaminated, or exposed members of the public and emergency response personnel.

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2. Provides medical guidance to EMS units and field triage teams.
3. Provides qualified medical personnel, supplies and equipment.
4. Implements mass casualty plan.

Public Works Department

1. Assists in route alerting
2. Provides traffic and access control equipment.
3. Maintains evacuation routes in passable condition.
4. Assists in establishing alternate evacuation routes.
5. Provides impediment removal.
6. Provides emergency sanitation facilities.
7. Provides an emergency potable water supply.
8. Provides transportation support for emergency workers and supplies.
9. Supervises and coordinates emergency resources, to include assistance from public, private, and volunteer resources.
10. Provides for damage assessment of public property and certain non-profit organizations.
11. Liaisons with major industries.

School Districts

1. Notifies all public of any emergency and coordinates transportation needs and capabilities with the EOC.
2. Implements protective actions (e.g. evacuation or shelter-in-place) for public school populations.
3. Appoints building managers for each facility used during an emergency operation.
4. Provides personnel for the preparation of food, if able and requested.
5. Provides custodial services for evacuees housed in school buildings.

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6. Provides clerical and administrative assistance for the operation of mass care centers.

Utility Companies

1. Restore essential services.
2. Restore secondary services.
3. Assists other utility companies, as able and necessary.

STATE ORGANIZATIONS AND AGENCIES

The State government is responsible for providing resources to support community response, and for some emergencies, performing technical response on behalf of the communities.

Montana Disaster and Emergency Services (MTDES)

1. Activates and manages the State Emergency Coordination Center (SECC.)
2. Coordinates State Resources.
3. Assists county and other State agencies in coordination of protective actions.
4. Montana Department of Environmental Quality (MTDEQ.)
5. Provides personnel, equipment, and materials to participate directly in the mitigation of hazardous materials incidents.
6. Depending upon the emergency recommends or directs protective actions.
7. Performs environmental monitoring and sampling.
8. Provides technical assessment advice.

Montana Highway Patrol (MHP)

1. Assists in route alerting along State highways.
2. May be able to provide aircraft, as needed.
3. Assists in selecting primary and secondary evacuation routes.

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4. Assists in staffing and providing equipment for access control points on state highways.
5. May assist in providing security for evacuated area.
6. Assists in staffing traffic control points during evacuations and for re-entry of the public.

Montana Department of Transportation (MDOT)

1. Provides traffic and access control equipment.
2. Ensures State roads are clear of snow and debris.
3. Assists in impediment removal.

Montana Army National Guard

At the request of the Governor, the Guard can:

1. Assist with access control and security for evacuated areas.
2. Transport emergency supplies
3. Deploy Civil Support Teams to assist with HazMat and WMD incidents.
4. Provide other resources and support as requested within the capabilities and as authorized by law.

FEDERAL ORGANIZATIONS AND AGENCIES

The Federal government is responsible for providing both technical and operational support to the communities throughout the state. Some of the key agencies of the Federal Response and their respective response functions are:

Federal Emergency Management Agency (FEMA)

1. Coordinates overall Federal response.
2. Provides Federal resources and assistance to State and County governments.
3. Ensures Federal support exists for recovery operations.

U.S. Department of Agriculture

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1. Provides advisories to the PIO concerning agriculture.
2. Provides advisories to the PIO concerning food, water, milk, and livestock feed control.
3. Provides guidelines to allow farmers access to restricted areas.
4. Provides a representative to the EOC, if requested.

U.S. Coast Guard

1. Provides On-Scene Coordinators for transportation and fixed facility HazMat incidents, as required.
2. Provide for notification and evacuation of navigable waterways during emergency situations.
3. Provide resources and support as requested within its capabilities and as permitted by law.

U.S. Environmental Protection Agency (EPA)

1. Provides On-Scene Coordinators for transportation and fixed facility HazMat incidents, as required.
2. Provides resources and support as requested within its capabilities and as permitted by law.

Coordinating Instructions

1. This plan is effective immediately upon receipt.
2. As much as possible, all agencies and organizations involved in the execution of this plan will be organized, equipped, and trained to perform all designated responsibilities contained in this plan and its implementing instructions for both response and recovery operations.
3. All organizations are responsible for the development and maintenance of their own internal operating and notification procedures. No part of this plan is intended to supplant agency SOP's.
4. All organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and, alerting those who are absent due to other duties or assignments.

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5. The military time system (24-hour clock) will be used as the standard for all activities involved with the execution of this plan with the exception of communications with the public or media, which will employ civilian time system.
6. Unless directed otherwise, the release of information to the public or media will be handled through the County's Public Information Officer using the concepts outlined in Annex_____
7. Personnel designated as representatives to the EOC will make prior arrangements to ensure that their families are provided for in the event of an emergency, to ensure prompt, worry-free response and subsequent duty.
8. The safety of both the affected population and response or recovery personnel will be of the utmost consideration throughout an emergency. All actions contemplated will take safety into consideration prior to any implementing decision, and safety will be constantly monitored during the operation itself.

Administration and Logistics

Administration

Reports are required from involved agencies/departments and local governments to provide elected officials, the DES Coordinator, and other government officials with information concerning the nature, magnitude, and impact of a disaster, and for use in evaluating and providing the most efficient and appropriate response. Reports required include, but are not limited to:

- Situation Reports
- Proclamation of Emergency
- Request for Assistance
- Damage Assessment Reports.

Financial Management

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Emergency expenditures are not normally integrated into the budgeting process of the County. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.

Stillwater County will incur disaster-related obligations and expenditures in accordance with the provisions of applicable County and State policies and statutes.

Records will be kept by all participating organizations/agencies; in order to separately identify disaster related expenditures and obligations from general programs and activities.

Emergency Procurement

In an emergency which requires immediate purchase of supplies or contractual services (equipment, materials, rentals, etc), local codes provides for rapid response. The Logistics Section is authorized to secure at the lowest obtainable price, either by open market purchase or a single source, any supplies, equipment or services, when such purchases are necessary to prevent delays in the work of the using organization/agency which may vitally affect the life, health or general welfare of citizens (also see MCA 7-2304).

Upon receipt of notification of an emergency and the activation of the County Emergency Operations Center, Budget Office representatives will, when specifically requested, report to the EOC Finance Section.

Upon receipt of requirements, either verbally or in writing, the Logistics Section will order the required supplies or services and provide the vendor with a purchase order number (issued by the Finance Section) for confirmation at a later date. The vendor will provide the items ordered and make billloing against the purchase order number assigned at the time the order was placed.

If an emergency occurs during regular business hours, and procurement personnel have not been directed to report to the EOC, the using organization or agency of EOC personnel (if activated) should immediately contact the _____

Requisition and delivery records for emergency purchases must be documented to explain the necessity of the emergency purchase and to provide accurate data to the _____

Legal Liability and Protection

a. Liability

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Government employees may be subject to legal action because of injuries or damages resulting from their acts or omissions. Employees may be personally liable for any of their acts or omissions that involve gross negligence, malice or unlawful conduct. An emergency does not justify improper or unlawful conduct.

b. Protection

An employee may request legal representation for the City/County Attorney's Office.

Logistics

- a. County Disaster and Emergency Services (DES) will develop and maintain current resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery operations.
- b. Emergency resource information will include procedures and points of contact to facilitate rapid acquisition of needed resources.
- c. DES will establish priorities of allocation of emergency resources, coordinating as deemed necessary with the CEO or designated representative.
- d. Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside of Stillwater County unless approval is granted by the County Executive or designated representative.
- e. The CEOs have the authority to appropriate services and equipment from citizens as necessary in response to a disaster.

Protective Response

General Information

The fundamental objective of Stillwater County emergency management operations is to protect the public from harm. Basic emergency protective actions include evacuation, sheltering, access control, and food, water, milk, and livestock feed control. Considerations as to what protective actions to take include the nature of an emergency, weather conditions, type, size, and density of the nearby population; expected duration of the emergency; time required to implement one or more protective actions; and, the potential for a dangerous escalation of the emergency.

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a. Sheltering-in-Place

This protective action, which involves shielding the public from a dangerous situation or hazard, can be accomplished by instructing the public to remain inside their homes or other buildings. Some structures may provide higher levels of protection because of the construction. Expedient measures also may be applied, such as taping doors and windows, and shutting off ventilation systems to reduce airflow, thus significantly reducing outside smoke or vapor exposure. Since sheltering-in-place may be followed by an evacuation, the public should be directed to monitor the local EAS radio stations. See Annex _____ for additional information.

b. Evacuation

In some emergencies, evacuation may be the best protective action, with people moved from the area of actual or potential danger to a safer area. A “precautionary evacuation” is most effective since it occurs before the public is at risk. A “responsive evacuation” by comparison, takes place during an emergency and may expose some or all people to the source of the emergency. Transportation of evacuees may include private, and public vehicles. Depending on the number of people being evacuated, mass care centers may be established. In most cases, the public will be asked to provide its own transportation and to visit friends or relatives outside of the endangered areas. See Annex _____

c. Access Control

This protective action involves the rapid establishment of roadblocks, barriers, and/or detours to restrict public entry into hazardous or evacuated areas. Such control increases public safety, reduces public exposure to risk areas, promotes security of property, and assists in the efforts of emergency response personnel.

d. Health Advisories

Under some types of emergency situations, portions of the county environment may be exposed to contamination. As a protective action, food, water, milk, and livestock feed control measures restrict the consumption of such commodities and identify alternative sources until the contamination has decreased, decayed to safe levels, or is eliminated. See Annex _____ Health, Medical, and Annex _____, Agriculture.

Special Considerations

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Transportation Dependent

During an emergency evacuation, persons in this category may be transported by neighbors, emergency transportation vehicles and school buses on designated routes and pick-up points, and, on occasion, by law enforcement vehicles.

Individuals with Special Needs and Mobility Impaired

Such persons are expected to use expedient sheltering until evacuated. When an emergency evacuation is implemented, neighbors, ambulances, wheelchair equipped vehicles, and buses will provide transportation as able. Pre-emergency planning is of particular importance for this group. Appropriately equipped care facilities are essential at mass care centers.

Hearing Impaired

Providing for alerting and warning of hearing impaired persons is an important aspect of emergency planning. Lists of such individuals need to be maintained, and methods developed to contact them prepared prior to the on-set of emergencies.

Recreational Areas

Recreational areas within the county will be posted with signs which provide emergency instructions. Staffs personnel from the State's DNRC, Forest Service, Fish, Wildlife and Parks Services will, if able, augment public alerting and warning means.

Major Employers

At the time of an emergency situation, employers of large numbers of workers must be prepared to implement in-place expedient sheltering. Decisions to shut down industrial operations must be made quickly if necessary. Evacuation of personnel will be accomplished by private vehicle, supplemented by specialty vehicles as required.

Special Facilities

All special facilities must be prepared to implement the protective actions of expedient sheltering and/or evacuation. Pre-planning is needed to enhance effectiveness.

- **Schools**

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Control of local public schools is an emergency generally rests with the superintendent of Public Schools and school principals. School officials will implement protective actions as they deem necessary, or as directed by the Superintendent. Established procedures are available at each school, and parents are informed of the emergency arrangements through normal school orientations and brochures. Emergency alerting and warnings will be supplemented by EAS broadcast announcements.

- **Day Care Facilities**

Day care facilities will receive alerting and warning from previously described means or, in the case of extreme emergencies, from a representative of the EOC. Should evacuation be required, day-care facilities will use all available private transportation. The EOC is to be notified of additional transportation requirements for each facility.

Before and After-School Programs

Such programs, whether in the form of childcare programs, athletic contests, or cultural events, will require alert and warning using route-alerting procedures in addition to other means.

Health Care Facilities

- **Hospitals**

Although capable of sheltering in place for many emergency scenarios, highly detailed hospital plans will facilitate a successful evacuation. Of significant importance is the routine classification of patient needs so that such data is readily available.

- **Nursing Homes**

Like hospitals, nursing home evacuation requires pre-planning regarding residents' needs for ambulances, buses, automobiles, and wheelchair-equipped vehicles.

- **Boarding/Group Homes**

Such facilities will use expedient sheltering or evacuate as directed, using their own assets. Transportation shortfalls, beyond private transportation assets will be reported to the EOC.

Damage Assessment

Assessments

After all types of emergency events, it is important to determine what has occurred, who is affected, and, what essential services need immediate attention and restoration. Although the ultimate responsibility for damage assessment lies with local government, extensive damage assessment is an integral part of recovery aid and grant programs from state and federal levels. The Stillwater County DES will coordinate with County, State, and Federal agencies, the private sector and non-profit organizations and consolidate County support and assessment efforts. Specific damage assessment responsibilities for local agencies may be found in Annex_____.

Reports

Reports will be consistent with those required by Federal and State plans and directives and the provisions of this EOP.

Recovery

Recovery is that phase of operations that focuses activities on returning to the pre-emergency status. For large-scale emergency events, the Governor or a State Secretary receives advice from appropriate Federal and State agencies, and determines if a relaxation of protective measures can be accomplished. The CEO(s), will provide overall coordination within the county for small scale events, and coordinate local needs, support, and reports to Federal and State agencies, as may be required by larger-scale events. More specific recovery responsibilities may be found in the annexes and appendices of this plan.

Training and Exercises

Training and exercises are important functions in the Stillwater County emergency preparedness program. Through comprehensive individual and team training, both full and part-time emergency operations personnel develop the necessary knowledge, and skills to effectively prepare for crisis situations. Exercises provide opportunities to learn and to demonstrate the ability of the emergency organization to implement plans and accomplish checklist requirements.

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The local emergency operations community, under the leadership of the CEOs and agency heads along with the DESC, participates in a wide variety of training and exercise opportunities generated by Federal, State and local requirements. Such participation allows for continual evaluation and fine-tuning of emergency plans and checklists.

Basic Plan Attachments

Attachment 1: Agencies Responsibilities Matrix